

Performance Work Statement
U.S. Environmental Agency (EPA)
2004 Freshwater Spills Symposium

Introduction:

The hotel shall provide lodging and meeting space in New Orleans, LA, from April 6 through April 8, 2004. Dates and location are not flexible. The agenda for the event will be provided to the selected facility.

Specification and other Considerations:

The hotel shall provide the following rooms.

Sleeping Room Capacity:

The hotel shall make available 450 sleeping room nights with a maximum of 150 rooms per night for three nights. All rooms must be at the government per diem rate or less. Approximately 20 of these rooms will be covered under this procurement. The remainder will be paid by individual guests. At least 1(one) sleeping room must be wheelchair accessible. Most participants will check in the Monday prior to the symposium and check out the last day.

Ball Room:

One ball room shall be provided for the plenary session with theater style seating at a capacity of 300 people. The room must accommodate audio visual equipment and presentation. The Plenary will be in use from 8:00 AM to 12:00 PM on 4/6/03.

Function Rooms:

The Hotel shall provide the following six (6) various function rooms. The function rooms must be in close proximity to the registration area. The function rooms must have adequate sound-proofing to avoid disruption of training classes by other facility activities. The function rooms must be ADA compliant. The function rooms must have controllable lighting and room darkening so that training materials and AV equipment are easily viewable. There also must be an ample number of pay telephones and restrooms in an area convenient to the function rooms.

1. Four (4) break-out rooms each day to accommodate the different sessions starting at 8:00am to 5:00pm, except on 4/6/03 when the break-out rooms will be needed from 1:30 to 5:00pm. Each room must be large enough to seat 100 people in a classroom style with

A/V equipment.

2. One (1) room to serve as an exhibit room available 8:00am to 5pm, April 6 through April 8, 2004.
3. One (1) room to serve as a speaker ready room available 8:00am to 5pm, April 6 through April 8, 2004.

Audiovisual Requirements:

A complete list of available equipment and prices must accompany the proposal.

Food and Beverage:

The hotel shall provide daily morning, and afternoon break refreshments. Morning refreshments should consist of an assortment of small Danish pastry, croissants, and bagels. Beverages should include regular and decaffeinated coffee, juice and an assortment of teas. Where possible, bottled water or a water cooler should be placed near or in the meeting rooms. Afternoon breaks should offer an assortment of cookies with the same beverages and include soft drinks.

The hotel restaurant must be able to accommodate and should anticipate a larger than average lunch crowd for the FSS attendees.

Transportation:

Please identify the closest airport and the distance to the hotel and if a shuttle is available. If shuttle service is available, please provide shuttle schedule and capacity.

Other considerations:

- Restaurants and other attractions nearby
- No columns or other obstruction in the middle of training rooms
- Lodging and training facility under “one roof”
- No other noisy/disrupting events scheduled at same facility
- No liquidated or punitive damages clauses will be accepted

Provide a quote on how your hotel will meet the above requirements. Provide a client list of three organizations, preferably Federal, that have recently held conferences at your hotel.

The hotel must be listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administrations Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

Your quote may be submitted via email, commercial carrier such as Federal Express or UPS and US mail to the following addresses. **Electronic submission of your quote is the preferred method. The due date for your quote is 12:00 PM, September 2, 2003.** This due date is firm. **EPA will issue a purchase order to the hotel demonstrating the best value, price, quality and past performance considered.** Address your quote to David Murphy.

By Email: murphy.davidm@epa.gov

Or by overnight commercial carrier to: David Murphy-MC3805R
US Environmental Protection Agency
1200 Pennsylvania Ave, NW
Washington, DC 20460

Or by US Mail to: David Murphy-MC3805R
US Environmental Protection Agency
1200 Pennsylvania Ave, NW
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Note: All mail sent to EPA via US Postal Service is irradiated prior to delivery; anticipate 2-3 weeks for delivery and damage similar to exposure to high heat.

All questions for this procurement must be submitted by August 26, 2003. Answers to all questions regarding this procurement will be posted on this website on August 27, 2003.

Questions and Quotes may be directed to:
David Murphy

Email: murphy.davidm@epa.gov
Fax: 202-565-2557